



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING

540 SOUTH DUPONT HIGHWAY
THOMAS COLLINS BUILDING (D570C), SECOND FLOOR, SUITE 3
DOVER, DELAWARE 19901

FAX: (302) 744-1045

TELEPHONE: (302) 744-1035

MEMORANDUM

#07-09 (a)

TO: All Department and School Fiscal Officers
FROM: Trisha L. Neely, Director
DATE: December 22, 2006
SUBJECT: UPDATE TO STATEWIDE TRAVEL POLICY

A few updates have been made to the new statewide travel policy effective January 1, 2007 which can be viewed at <http://www.budget.delaware.gov/accounting-manual/account-manual.shtml> . The updates have been made to Section D. PER DIEM EXPENSES, 4. Actual Expense a. and b. Please take a few minutes to familiarize yourself with these changes.